LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, January 2, 2018
Lexington Town Office Building, Selectmen’s Meeting Room
1625 Massachusetts Avenue

All agenda items and the order of items are approximate and subject to change.

7:00 p.m. **Call to Order and Welcome (3 minutes):**
Public Comment – Written comments to be presented to the School Committee, oral presentations not to exceed three minutes.

7:05 p.m. **Superintendent Announcements:**

7:15 p.m. **School Committee Member Announcements:**

7:25 p.m. **Consent Agenda (5 Minutes)**
1. Approval of School Department Payroll Warrant dated December 22, 2017
2. Approval of School Department Accounts Payable Warrant dated December 22, 2017

7:30 p.m. **Agenda:**
1. Presentation and Discussion of Superintendent’s Recommended FY2019 Budget (60 minutes)
2. Policy Reading #1-JJF: Student Activity Account (10 minutes)
3. Discussion of MCAS preparation of elementary level (10 minutes)
4. MASS/MASC Annual conference (30 minutes)

9:20 p.m. **Adjourn:**

Policy AD: Mission/Vision of the Lexington Public Schools
The Lexington Public Schools serve to inspire and empower every student to become a lifelong learner prepared to be an active and resilient citizen who will lead a healthy and productive life. Educators, staff, parents, guardians and community members will honor diversity and work together to provide all students with an education that ensures academic excellence in a culture of caring and respectful relationships.

The next scheduled meeting of the School Committee is as follows:
- Tuesday, January 23, 2018 – 7:00 p.m., Lexington Town Office Building, Selectmen’s Meeting Room, 1625 Massachusetts Avenue
AGENDA ITEM SUMMARY
LEXINGTON SCHOOL COMMITTEE MEETING

TODAY’S DATE: December 27, 2017

REQUESTED MEETING DATE: January 2, 2018

AGENDA ITEM TITLE: Payroll Warrant Approval – December 22, 2017

PRESENTER: Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:
The payroll warrant for payroll checks issued on December 22, 2017 totals $3,804,242.14. The issuance of these checks were approved on December 20, 2017 in compliance with School Committee Policy DGA: Authorized Signatures. In accordance with School Committee Policy DGA: Authorized Signatures, School Committee and the Superintendent shall approve the amount at its next regularly scheduled meeting.

All supporting documentation/reports have been made available to the School Committee via Google Drive.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

☐ No action requested, this is a short update or a presentation of information.
☐ Request input and questions from the School Committee, but no vote required.
☒ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
This item is being presented
☐ for the first time, with a request that the School Committee vote at a subsequent meeting or
☒ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let _________ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 5 minutes
ATTACHMENTS:
Payroll Authorization Summary Form
Payroll Summary Report - MUNIS
LEXINGTON PUBLIC SCHOOLS
SCHEDULE OF DEPARTMENTAL PAYROLLS PAYABLE

TO THE TOWN OF LEXINGTON

The following named payrolls of the LEXINGTON SCHOOL DEPARTMENT amounting to the aggregate $3,804,242.14 Dollars have been approved by the LEXINGTON SCHOOL COMMITTEE and you are requested to place them on a warrant for payment:

Date: December 22, 2017

<table>
<thead>
<tr>
<th>WARRANT NO.</th>
<th>WARRANT DATE</th>
<th>LINE</th>
<th>GROUP/BU</th>
<th>DESE FUNCTION DESCRIPTION</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>122217</td>
<td>December 22, 2017</td>
<td>1</td>
<td>SLEA</td>
<td>UNIT A - LEA</td>
<td>$2,658,915.70</td>
</tr>
<tr>
<td>122217</td>
<td>December 22, 2017</td>
<td>2</td>
<td>SSAA/SSAN</td>
<td>UNIT A - STIPENDS</td>
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<tr>
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<td>SATH</td>
<td>UNIT A - COACHES</td>
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<td>December 22, 2017</td>
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<td>SAID/SEE</td>
<td>UNIT D - LEA</td>
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<tr>
<td>122217</td>
<td>December 22, 2017</td>
<td>5</td>
<td>SCO</td>
<td>NON-UNION DIST SUPP/MGRS</td>
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<td>122217</td>
<td>December 22, 2017</td>
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<td>SLEX</td>
<td>UNIT C - LEA</td>
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<tr>
<td>122217</td>
<td>December 22, 2017</td>
<td>7.1</td>
<td>SNON/SSUM</td>
<td>NON-UNION HOURLY</td>
<td>$27,775.57</td>
</tr>
<tr>
<td>122217</td>
<td>December 22, 2017</td>
<td>8</td>
<td>SABA</td>
<td>ABA/BCBA INSTRUCTORS</td>
<td>$23,855.23</td>
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<td>122217</td>
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<td>SSA</td>
<td>SPECIAL CLASS AIDES</td>
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<tr>
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<td>SCAS</td>
<td>CENTRAL ADMINISTRATORS</td>
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<tr>
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<td>SALA</td>
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<tr>
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<td>SAED</td>
<td>COMMUNITY EDUCATION</td>
<td>$16,937.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>$3,804,242.14</td>
</tr>
</tbody>
</table>

(I) (We) hereby certify under the penalties of perjury that the statements set forth in this payroll are true to the best of (my) (our) knowledge and belief.

ABOVE PAYCHECKS ARE APPROVED FOR PAYMENT

SUPERINTENDENT

ASSISTANT SUPERINTENDENT FOR FINANCE AND ADMINISTRATION

APPROVED FOR PAYMENT

SCHOOL COMMITTEE OF LEXINGTON
### Earnings Summary

<table>
<thead>
<tr>
<th>PAY TYPE</th>
<th>HOURS</th>
<th>AMOUNT</th>
<th>PAY EARNED</th>
<th>ESCROW AMOUNT</th>
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<td>150 ATHPAY</td>
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<tr>
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<tr>
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<td><strong>Total:</strong></td>
<td><strong>63,926.99</strong></td>
<td><strong>3,804,242.14</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
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<td><strong>Total Employees: 1402</strong></td>
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<td></td>
<td></td>
<td></td>
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</table>
AGENDA ITEM SUMMARY
LEXINGTON SCHOOL COMMITTEE MEETING

TODAY’S DATE: December 27, 2017

REQUESTED MEETING DATE: January 2, 2018

AGENDA ITEM TITLE: Accounts Payable Warrant Approval – December 22, 2017

PRESENTER: Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:
The accounts payable warrant for vendor checks issued on December 22, 2017 totals $1,623,421.54 and the total amount of US Bank reconciliation approvals is $34,191.84. The issuance of the accounts payable warrant checks were approved on December 15, 2017 in compliance with School Committee Policy DGA: Authorized Signatures. In accordance with School Committee Policy DGA: Authorized Signatures, School Committee and the Superintendent shall approve the amount at its next regularly scheduled meeting.

All supporting documentation/reports have been made available to the School Committee via Google Drive.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

☐ No action requested, this is a short update or a presentation of information.
☐ Request input and questions from the School Committee, but no vote required.
☒ Request formal action with a vote on a specific item.

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This item is being presented
☐ for the first time, with a request that the School Committee vote at a subsequent meeting or
☒ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let __________ know if you need assistance preparing a motion.

SUGGESTED MOTION:
Move to approve the School Department’s accounts payable warrant dated December 22, 2017 in the amount of $1,623,421.54.

Move to approve the School Department’s US Bank reconciliations in the amount of $34,191.84.
FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 5 minutes

ATTACHMENTS:
Accounts Payable Authorization Summary Form
LEXINGTON PUBLIC SCHOOLS

SCHEDULE OF DEPARTMENTAL ACCOUNTS PAYABLE

TO THE TOWN OF LEXINGTON

The following named batches of the LEXINGTON SCHOOL DEPARTMENT amounting to the aggregate $1,623,421.54 Dollars have been approved by the LEXINGTON SCHOOL COMMITTEE and you are requested to place them on a warrant for payment:

Date: December 22, 2017

<table>
<thead>
<tr>
<th>WARRANT NO.</th>
<th>WARRANT DATE</th>
<th>BATCH NO.</th>
<th>INVOICE COUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP171222</td>
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<td>11</td>
<td>$18,573.98</td>
</tr>
</tbody>
</table>

**Total** 642 $1,623,421.54

(I) (We) hereby certify under the penalties of perjury that the statements set forth in this payroll are true to the best of (my) (our) knowledge and belief.

ABOVE BILLS ARE APPROVED FOR PAYMENT

SUPERINTENDENT

ASSISTANT SUPERINTENDENT FOR FINANCE AND ADMINISTRATION

APPROVED FOR PAYMENT

SCHOOL COMMITTEE OF LEXINGTON
TODAY’S DATE: December 22, 2017

REQUESTED MEETING DATE: January 2, 2018

AGENDA ITEM TITLE: Superintendent’s Fiscal Year 2019 Recommended Budget

PRESENTER:
Dr. Mary Czajkowski, Superintendent of Schools
Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:
The Superintendent’s Fiscal Year 2019 Budget presentation will be made on January 2, 2018. The Superintendent’s Recommended Budget and presentation will be made available on the Finance and Operations website in advance of the meeting here:

http://lps.lexingtonma.org/Page/10461

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?
☐ No action requested, this is a short update or a presentation of information.
☒ Request input and questions from the School Committee, but no vote required.
☐ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
This item is being presented
☒ for the first time, with a request that the School Committee vote at a subsequent meeting or
☐ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let _________ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 60 minutes

ATTACHMENTS:
TODAY’S DATE:  December 27, 2017

REQUESTED MEETING DATE:  January 2, 2018

AGENDA ITEM TITLE:  Policy Reading #1 – JJF: Student Activity Account

PRESENTER:
Jessie Steigerwald, Finance Subcommittee
Kate Colburn, Finance Subcommittee
Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:
The Finance Subcommittee seeks to update Policy JJF: Student Activity Account. In addition to periodically reviewing and updating policies, these changes are prompted from a desire to change banks that hold the student activity accounts. Additionally, other changes are recommended as a result of an audit completed on all student activity accounts. The current bank holding the student activity accounts changed its fee structure and, as a result, the Town is being charged approximately $5,000-$6,000 per month to maintain these accounts. In collaboration with the Town Treasurer, alternative banks were explored, and a preferred alternative has been identified. The current policy language is too restrictive requiring a branch in Lexington, as such this language is recommended to be removed. Additional language amendments are being recommended as well.

Attached to this item is a track changes version of the current policy as well as an updated draft of the proposed new policy language. This will serve as the first reading of the proposed new policy language.

Additional information regarding the audit completed this year will be provided in subsequent updates to the School Committee.

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**If formal action is requested:**
Include a suggested motion or let __________ know if you need assistance preparing a motion.

**SUGGESTED MOTION:**

**FOLLOW-UP:**

**AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM:** 10 minutes

**ATTACHMENTS:**
Proposed School Committee Policy JF – Student Activity Account – track changes
Proposed School Committee Policy JF – Student Activity Account
AGENDA ITEM SUMMARY
LEXINGTON SCHOOL COMMITTEE MEETING

TODAY’S DATE: 12/8/17

REQUESTED MEETING DATE: 1/2/17

AGENDA ITEM TITLE: Discussion of MCAS preparation at elementary level

PRESENTER: Kathleen Lenihan

SUMMARY: Parents report that the MCAS exam is a source of stress for some elementary students. Instead of relying on anecdotal descriptions of the strategies and methods schools and teachers use to prepare students for the MCAS, it would be helpful to take a comprehensive look at this with a report from principals. I would like to hear from other members of the School Committee about what steps we can take to address this issue.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

☐ No action requested, this is a short update or a presentation of information.
☒ Request input and questions from the School Committee, but no vote required.
☐ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
This item is being presented
☐ for the first time, with a request that the School Committee vote at a subsequent meeting
or
☐ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let __________ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 10 minutes

ATTACHMENTS:
AGENDA ITEM SUMMARY
LEXINGTON SCHOOL COMMITTEE MEETING

TODAY’S DATE: 12-28-2017

REQUESTED MEETING DATE: 01-02-2018

AGENDA ITEM TITLE: MASS/MASC Annual Conference Update

PRESENTER: School Committee

SUMMARY: Members will discuss highlighted topics from the MASS/MASC Annual Conference attended by all in November 2017.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

☒ No action requested, this is a short update or a presentation of information.
☐ Request input and questions from the School Committee, but no vote required.
☐ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
This item is being presented
☐ for the first time, with a request that the School Committee vote at a subsequent meeting
or
☐ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let __________ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 30 minutes

ATTACHMENTS: